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	Process Owner Civilian Personnel Liaison	Approval Authority Director, Support Services	

1. Purpose & Scope

The purpose of this process is to coordinate the Position Management Advisory Council Process and to advise management on personnel staffing issues.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, Naval School of Health Sciences Quality Manual, b) NSHS-002, Quality System Document Control, c) Enlisted Distribution Verification (EDVR), d) Officer Distribution Verification Report (ODVR), e) SECNAVINST 5212.5 series, Navy and Marine Corps Disposition Manual f) Billets to Bodies Report, g) Weekly Report of Outstanding Personnel Actions.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **PMAC:** Position Management Advisory Council.
- 3.2 **CO:** Commanding Officer.
- 3.3 **HRO:** Human Resources Office.
- 3.4 **DSS:** Director for Support Services.
- 3.5 **CMC:** Command Master Chief.
- 3.6 **ODCR:** Officer Distribution Control Report.
- 3.7 **EDVR:** Enlisted Distribution Verification Report.
- 3.8 **Gains & Loss Report:** Information compiled from ODCR and EDVR reports.

4. Document Review & Concurrence

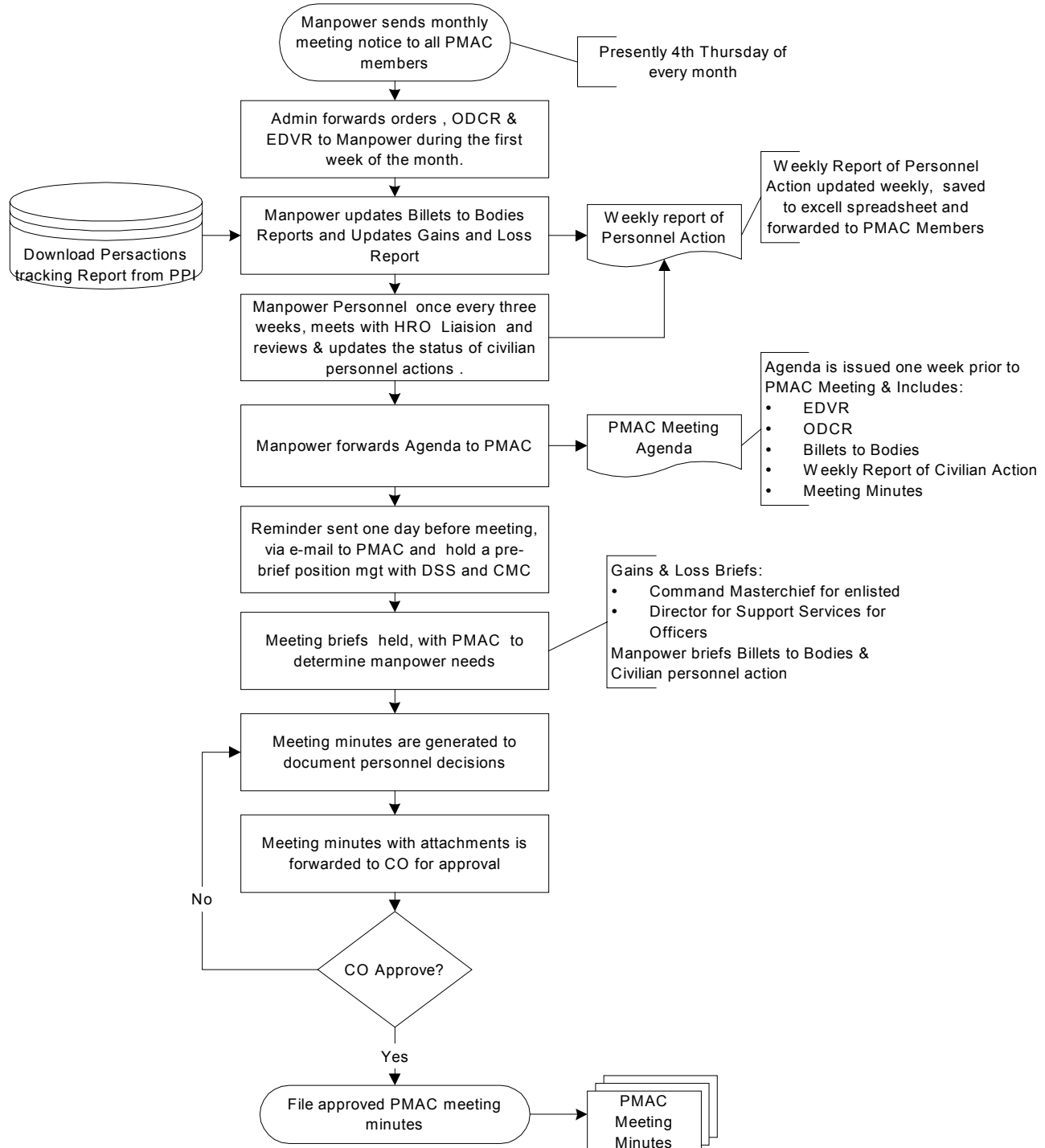
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Civilian Personnel Liaison	OS33 (Process Owner)	Ms. B. Thomas	Director, Support Services	OS (Approval Authority)	LCDR E. Kennedy
Admin. Officer	OS3	ENS T. Carr			

5. Summary of Changes

<i>Version</i>	<i>Description</i>	<i>Date</i>
01	Initial issue of procedure.	27 JUL 01

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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
PMAC Meeting Minutes	Civilian Personnel Liaison	File Cabinet	By Month	2 Years	SECNAVINST 5212.5 series

8. Addendum

N/A